



Constitution

Saddleworth Medical Practice Patient Participation Group (SMPPPG)

Mission statement

To represent the views of the patients and to ensure that health services are delivered to meet their needs.

Aims

- To ensure, as far as possible, that Saddleworth Medical Practice is involving and reaching its patients in planning healthcare services for the local population.
- To promote SMPPPG. at other relevant meetings in the locality and report content to the members of SMPPPG and the Practice where applicable.
- To establish support and self-help group where needed.

Membership

- Membership is open to all patients of the Practice aged 16 or over.
- Memberships of SMPPPG is voluntary and an unpaid position.
- SMPPPG shall be run by a Committee which shall represent the views of the patients and shall comprise up to 12 patients together with the Practice Manager, or designated representative and one G.P.
- SMPPPG can co-opt members from outside the Practice with the approval of the Committee.
- Patients who are not invited to join the Committee may share their views through the Virtual Group.

- Members shall , if requested, sign a confidentiality agreement on joining SMPPPG.

Committee

- The Committee shall have the following officers if required: Chair; Deputy Chair; Secretary; Treasurer. Officers shall be nominated and elected annually at the .Annual General Meeting.
- An Officer may remain in office for up to 3 years, subject to annual re-election or for such longer period as shall be approved by the Committee.

Committee Meetings

- The Committee shall meet at least 6 times a year.
- All meetings shall take place at either of the Saddleworth Medical Practice premises in Delph or Uppermill.
- A quorum for making decision at any meeting of the Committee shall be 5 members of the committee to include at least on Officer and a representative of the practice.
- Each Committee meeting shall be chaired by the Chair or in his/her absence the Deputy Chair.
- An agenda and a copy of the minutes of the previous Committee meeting shall be circulated to all Committee members at least 2 weeks before the date of each meeting.
- Committee member shall send apologies to the Chair if they are unable to attend a meeting.

General Meetings

SMPPPG shall hold a general meeting each year (A.G.M.) which shall be open to all patients of the Practice.

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Substantive changes to the constitution shall be made at SMPPPG's A.G.M. or at an emergency general meeting (E.G.M.) called by any member of the committee. Any proposed changes shall be circulated to the members at least 7 days before the date of the A.G.M. or E.G.M.

5th December, 2014